

Presently, all inspectors are required to learn and use the present vacancy rate at each property prior to commencing an inspection. The rate is used to determine whether vacant units that are included in the statistical sample are to be inspected (see Special Bulletin #9 – Vacant Units).

REAC has determined that the occupancy rate (the inverse of the vacancy rate) for each property at the time of the inspection should be systematically collected.

Therefore, effective for all inspections performed on and after Monday, March 12, 2001, all inspectors must accomplish the following:

1. Ask the Property Owner or Agent at the beginning of every inspection, "what is the current rate of occupancy at this property?"
2. Record the percentage rate by accessing the **Property Information** screen on your Data Collection Device (DCD).

Inspection Number: 126010

Property Information | Building / Unit Information | Property / Inspectable Items | Check / Prepare / Import

* Inspection # 126010 Inspection Date 02/20/2001
*Property ID 23180 PIH Project # FL29P010001
*Property Name DIXIE COURT
*Scattered Site ☐

	Expected	Actual	Sample
Total Buildings	50	59	0
Total Units	150	150	0

Comments

Current Property Inspections On File

Inspection Num.	Property Name
101743	GREENLEAF EXTENSION
102949	VAUGHN - MURPHY PARK PHASE II
126010	DIXIE COURT
126157	Residencial Villa Evangelina III

Participants | Edit Inspection | Administration | ? | Help | Exit
Address Info | Certificates | Area Measures

- Highlight the property being inspected.

- Click on the **Edit Inspection** button.

Inspection Number: 126010

Property Information	Building / Unit Information	Property / Inspectable Items	Check / Prepare / Import
* Inspection # 126010		Inspection Date 02/20/2001	
* Property ID 23180		PHI Project # FL29P010001	
* Property Name DODGE COURT			
* Scattered Site <input type="checkbox"/>			
		Expected	Actual
Total Buildings		58	59
Total Units		150	150

Comments

Inspection Name	Property Name
101343	GREENLEAF EXTENSION
102946	TAJPOON - MURPHY PARK PHASE II
126010	DODGE COURT
126157	Residential Villa Properties III

Buttons: Address Info, Edit Inspection, Administration, Certificates, Area Measures, Help, Exit

- Enter the current occupancy percentage as an integer, (a number from 0 to 100 with no decimal points or fractions), at the beginning of the *Comments* field, followed by the “%” sign (example: 87%)

- Click on the **Save Inspection** button.

Inspection Number: 126010

Property Information	Building / Unit Information	Property / Inspectable Items	Check / Prepare / Import
* Inspection # 126010		Inspection Date 02/20/2001	
* Property ID 23180		PHI Project # FL29P010001	
* Property Name DODGE COURT			
* Scattered Site <input type="checkbox"/>			
		Expected	Actual
Total Buildings		58	59
Total Units		150	150

Comments 87%

Buttons: Save Inspection, Cancel Add/Edit, Help

- Proceed with the inspection.

This entry will be part of the REAC quality assurance process. Inspectors who fail to provide this information will be required to complete the inspection by obtaining the occupancy percentage and then re-uploading the completed file. Be careful to record the occupancy rate correctly as specified above. Inspectors are still required to use the vacancy rate for determining whether vacant units are inspected or not inspected (see Special Bulletin #9 – Vacant Units).